



Secretary of State
Department of Archives and History
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Atlanta, Georgia 30334
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Records Retention Schedule Approval Page

Schedule Number: 74-403-A
Effective Date: 2/19/1980 (original)
Record Series Title: Changes Due to Adoption, Legitimation, Delegation, and
Change of Name Files
Retention Requirement: Permanent Record. Hold in current file area for 100
years, then transfer to the State Archives.

The above retention period is consistent with the requirement of the Georgia
Records Act (O.C.G.A. §50-18-90 et seq).

Recommended by: Andrew S. Taylor 12-10-01
Andrew S. Taylor, Assistant Director for Records Management Date

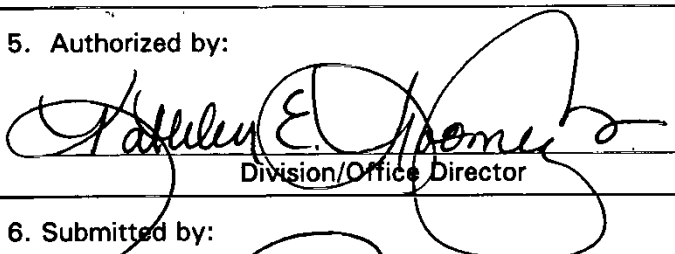
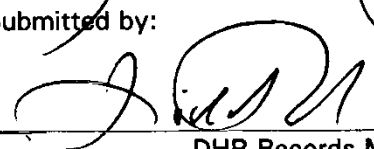

The State Records Committee approves this recommended retention period for
the named records series.

Signed: David W. Carmicheal 12/11/01
David W. Carmicheal, Secretary of State Designee Date



RECORD RETENTION SCHEDULE CHANGE REQUEST

Revised 3/00

1. Title of Record Series Birth Certificate Changes Due to Adoption, Legitimation, Delegation, and Change of Name Files	
2. Division/Office Section	Division of Public Health Vital Records
3. Action desired: Revise Schedule Note: Updated and revised record content. Also changed retention from "hold in current files area for 10 years, then transfer to State Archives for permanent retention" to "hold in current file area for 100 years, then transfer to the State Record Center for permanent retention." Changed title from: "Vital Records Adoption, Legitimation, Delegation, and Change of Name Files."	
4. Retention Schedule Number	74-403-A
Approval Date	2/19/80
<i>The information contained on this form and the related "Record Series" form is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.) and with other relevant laws and requirements.</i>	
5. Authorized by:  _____ Division/Office Director	
Date: <u>7/31/01</u>	
6. Submitted by:  _____ DHR Records Manager	
Date: <u>8/9/01</u>	
7. Approved by:  _____ Secretary of State Designee	
Date: <u>12/11/01</u>	

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date January 22, 1980		Division of Physical Health Vital Records Section - Room 217-H 47 Trinity Avenue, S. W. Atlanta, Georgia 30334		Application Number 74-403-A	
Application Number DHR 80-3				Date Received FEB - 1 1980	
				Date Completed FEB 19 1980	
2. Person to Contact Mrs. Gilmer Chatham		Working Title Deputy Director		Telephone Number 656-4750	
3. Action Requested					
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input checked="" type="checkbox"/> Amend Application No. 74-403 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supercade; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)			
Earliest 1927 to	Latest present	Vital Records Adoption, Legitimation, Delegation, and Change of Name Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
<p>The Division of Physical Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the physical health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; and the daily State-wide program of registration, statistical coding, certification, and preservation of births, marriages, divorces, annulments of marriage, and deaths that occur each year in the State.</p> <p>The Vital Records Section has the responsibility to provide services for the registration, statistical coding, certification, and preservation of records of birth, fetal death, marriage, divorce, annulment of marriage, adoption, and legitimation of births which occur each year within the State.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
<p>Documents relating to: recording legal adoptions, legitimations, delegations, and changes of name, that occur throughout Georgia.</p> <p>Included are: ADOPTION- form 3927 (Certificate of Adoption); certified copies of petition and/or court order from Georgia courts; adoption certificates or court orders from other states and other countries for children born in Georgia, as well as for those children born in other states and other countries and adopted in Georgia; the original birth certificate; and the county copy of the original certificate. LEGITIMATION - certified copies of court orders for legitimation or affidavits proving paternity with proof of marriage; original birth certificate of children born in Georgia, and the birth certificate of children born in other states and other countries, attached to the order or affidavit; and the county copy of the original birth certificate of those children born in Georgia. DELEGITIMATION - court order to remove name of man listed as the father, and the original birth certificate; and the county copy of the original birth certificate.</p> <p>The file is arranged: from 1927 through June 30, 1972, alphabetically by county, with each adoption given a county code number; thereunder, by numerically sequence according to date</p>					
8. Monthly Reference Rate How often are records referred to which are: /received.					
One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____ ? needed in Vital Records Section for 10 years to fulfill					
9. Annual Rate of Accumulation or Records reference requirements.					
Letter-size drawers 2 _____; Legal-size drawers _____; Shelves _____; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Records are to be sealed and opened only upon order from the Superior Court. Georgia Health Code, /Section 88-1714
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|------------------|-----------------------------------|--------------|
| a. State Law | <u>Permanent</u> | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Georgia Health Code - Section 88-1703

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 10 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☒ Transfer to State Archives for permanent retention. for reason of security only.
- ☐ Other (Specify)

These records:

- must remain in custody of only the DHR Vital Records Section, which shall have full access to them; and
- must remain "sealed and filed and not be subject to inspection except upon order of the superior court, or as provided for by regulation."

Georgia Health Code - Section 1714

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Bilmer H. Chatham</i>	1-22-80	<i>Elizabeth W. Crank</i>	1/22/80
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
State Auditor/Designee	<i>[Signature]</i>		2-18-80
Secretary of State/Designee	<i>[Signature]</i>		2-15-80
Attorney General/Designee	<i>[Signature]</i>		2-19-80

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

Georgia Department of Human Resources

Application for Records Retention Schedule - Amendment to 73-403

Vital Records Adoption, Legitimation, Delegation,
and Change of Name Files

Page 3

Item 7

Included are (continued)

CHANGE OF NAME - orders from courts in Georgia, or other states and other countries to change the name of an individual born in the State of Georgia. Court orders for certified copies of birth certificates as required by Section 88-1724, paragraph (b) of the Georgia Health Code.

The file is arranged (continued)

Beginning July 1, 1972, all certificates of adoptions and orders are numbered sequentially by date received.

(Original documents are Superior Court records which are restricted, by the Adoption Law, from use. Section 88-1714 of the Georgia Health Code requires that the original birth certificate and the evidence of adoption, legitimation, delegitimation, and change of name, be sealed and opened only upon order of the Superior Court).

GEORGIA DEPARTMENT OF HUMAN RESOURCES
Department of Physical Health
Vital Records Unit

Appl.
No.

Description

Disposition

74-403
Amends
#123

ADOPTION, LEGITIMATION, DELEGITIMATION, CHANGE OF NAME FILES - Documents relating to legal adoptions, legitimations, delegitimizations, and change of name. Included are: Adoption - form No. OAS (5)-27/DPW 46 (Certificate of Adoption); certified copies of petition and/or court order from Georgia courts; adoption certificates or orders from other states and countries for children born in Georgia; the original birth certificate; and the county copy of the original certificate. Legitimation - certified copies of court orders for legitimation or affidavits proving paternity with proof of marriage; original birth certificate of children born in Georgia attached to the order or affidavit; and the county copy of the original birth certificate. Delegitimation - court order to remove name of man listed as the father and original birth certificate; and the county copy of the original birth certificate. Change of name - orders from courts in Georgia or other states to change the name of an individual born in the state of Georgia. Court orders for certified copies of birth certificates as required by Section 88-1724, paragraph (b) of the Georgia Health Code. The files are arranged from 1927 through June 30, 1972, alphabetically by county with each adoption given a county code number, and thereunder by numerical sequence by date received. Beginning July 1, 1972, all certificates of adoptions and orders are numbered sequentially by date received. (Original documents are Superior Court records which are restricted from use by the Adoption Law. Section 88-1714 of the Georgia Health Code requires that the original birth certificate and the evidence of adoption, etc., be sealed and opened only upon order of the Superior Court).

Upon receipt of Certificate of Adoption, Legitimation, Delegitimation, or Change of Name, issue new birth certificate, recall county copy of original birth certificate; then,

Adoption: attach original birth certificate and county copy of the birth certificate to the Certificate of Adoption, and place in sealed file; hold in current files area for 70 years; then destroy.

Legitimation: attach original birth certificate and county copy of the birth certificate to the Certificate of Adoption and place in sealed file; hold in current files area for 70 years; then destroy.

Delegitimation: attach original birth certificate and county copy of the birth certificate to the Certificate of Adoption and place in sealed file; hold in current files area for 70 years; then destroy.

Change of Name: attach original birth certificate and county copy of the birth certificate to the Certificate of Adoption and place in sealed file; hold in current files area for 70 years; then destroy.

Sealed File: hold in current files area for 70 years; then destroy.

New Birth Certificate: assign number and place with Delayed Birth Certificates; send copy to the county of birth.



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date September 12, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received: SEP 12 1974 Application No.: 74-403-74-410 Date Completed: NOV 21 1974	
2. Agency Application No. DHR-DPH-35			
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health Vital Records Unit - Room 217-H 47 Trinity Avenue, S. W. - Atlanta, Georgia 30334		4. Person to Contact Mr. C. Clayton Turner	
		5. Working Title Vital Director Records	6. Tel. No. 656-4750

7. ACTION REQUESTED AMEND #~~191~~; 191; 192; 193; and 223. Rescind # 214.
☐ ESTABLISH DISPOSITION STANDARD; ☐ DISPOSE OF PRESENT ACCUMULATION;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1919 - to date	9. Exact Series Title VITAL RECORDS UNIT FILES (See attached sheet)
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0. What is the function of the office in which this record series is created?
The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health Programs in the State. These include, but are not limited to, health standards for businesses, housing, field operations, and hospitals throughout the State; improvement of physical and dental health of adults and children, and health of expectant mothers; administration of family planning and sterilization programs; diagnosis and control of diseases; supervision of construction and licensure of health facilities; and administration of the Cancer Assistance Program.
The Vital Records Unit serves as custodian for records of birth, death, fetal death, marriage, divorce, annulments of marriage, adoptions, legitimations, and public health and medical data incidental thereto. (Ga. Code, Sec. 88-1702 /a/).

1. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED LIST

ATTACH SAMPLES OF THE FILE

2. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES				

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? YES NO
[] []
14. Is there a duplication of this series in another office or agency? YES NO
[] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. YES NO
[] []
16. Does the series contain classified information requiring security handling? YES NO
[] []
17. Does the series initiate, amend or terminate agency policies and procedures? YES NO
[] []
18. Could the function be performed if the files were lost or destroyed? YES NO
[] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? YES NO
[] []
20. Does the record series provide data as input to an EDP file? YES NO
[] []
21. Does the record series contain documentation produced as EDP printout? YES NO
[] []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? YES NO
[] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? YES NO
[] []

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Georgia Health Code - Chapter 88-17 Vital Records

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER SEE ATTACHED LIST, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>William C. Kellum</i>		Date 9-12-74	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Clayton</i>	9-12-74
		State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William H. Ligon</i>	11-21-74
		Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	11-19-74
		Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>A. R. Reed</i>	11-21-74

STATE RECORDS
COMMITTEE

Title of Record Series	Birth Certificate Changes Due to Adoption, Legitimation, Delegation, and Change of Name Files	Division/ Office	Public Health
		Section	Vital Records
		Date Created:	Date Ended:
Purpose/ Function	Records of legal adoptions, legitimations, delegations, and changes of name that occur throughout Georgia that result in changes to birth certificates		

Approved Retention Schedule Number 74-403-A Approval Date: 2/19/80 Revision Date: 7/31/01

The following requires the series to be kept:

State Law		Audit Period	
Federal Regulation		Administrative Need	
Federal Law		Other	

If Other, Explain

The standard of practice is to keep these records permanently.

Specific Law/ Regulation

refer to OCGA 31-10-25(e) Implies that these records are to be kept sealed by the state registrar for 100 years, then custody transferred to State Archives who keep them forever. However, DHR Rule 290-1-3-.32 allows the Registrar to destroy records under certain conditions.

Title of Record Series	Birth Certificate Changes Due to Adoption, Legitimation, Delegation, and Change of Name Files	Division/ Office	Public Health
		Section	Vital Records
		Date Created:	Date Ended:
Purpose/ Function	Records of legal adoptions, legitimations, delegitations, and changes of name that occur throughout Georgia that result in changes to birth certificates		

Total Components: 3 Component Number 1

Component Title	Original paper records		
Confidential	Yes	If Confidential, Cite Law(s)	O.C.G.A. 31-10-14(b)
		If Confidential, Cite Safeguards	coded entry to building

Custodian (position title)	State Registrar	Custodian (current name)	Mike Lavoie
Medium	paper	If Other Medium, Explain	
Arrangement	sequential by number	If Other Arrangement, Explain	
Unit		If Other Unit, Explain	

Equipment/ Supplies	
File/Record Content	<p>Documents relating to recording legal adoptions, legitimations, delegitations, and changes of name that occur throughout Georgia. Included are:</p> <ul style="list-style-type: none">- ADOPTIONS - Form 3927 (Certificate of Adoption); certified copies of petition and/or court orders from Georgia courts; adoption certificates or court orders from other states and other countries for children born in Georgia, as well as for those children born in other states and other countries and adopted in Georgia; the original birth certificate; and the county copy of the original certificate.- LEGITIMATION - certified copies of court orders for legitimation or affidavits proving paternity with proof of marriage; original birth certificate of children born in Georgia, and the birth certificate of children born in other states and other countries attached to the order or affidavit; and the county copy of the original birth certificate of those children born in Georgia.- DELEGITIMATION - court order to remove the name of the man listed as the father, the original birth certificate, and the county copy of the original birth certificate.- CHANGE OF NAME - orders from courts in Georgia or other states and countries to change the name of an individual born in the state of Georgia.- SEX CHANGES - court order and original birth certificate.

Volume/Unit		Access (who)	section staff - otherwise, by court order only
Monthly Reference			
Current Unit	28	Unit 2	
		Unit 3	
Original/ Copy	original	If Copy, Where is Original Stored?	

Disposition

Cut off at	end of calendar year	
Hold in current files area	100	years; then
Transfer to	State Records Center	days; then
Destroy?	yes	
Other Instructions	hold and "make available in accordance with regulations which shall provide for the continued safekeeping of the record"	

Other Information	Records prior to are stored at the Archive Bldg. 376 boxes are at Archives Bldg. and will be moved to Vital Records Bldg. by 6/1/01. Currently these records are not being boxed by year. The estimated reference rate for the entire series is 338 annually.
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Title of Record Series	Birth Certificate Changes Due to Adoption, Legitimation, Delegation, and Change of Name Files	Division/ Office	Public Health
		Section	Vital Records
		Date Created:	Date Ended:
Purpose/ Function	Records of legal adoptions, legitimations, delegitations, and changes of name that occur throughout Georgia that result in changes to birth certificates		

Total Components:	3	Component Number	2
Component Title	Paternity Acknowledgement - microfilm		
Confidential	Yes	If Confidential, Cite Law(s)	O.C.G.A. 31-10-14(b)
		If Confidential, Cite Safeguards	
Custodian (position title)	State Registrar	Custodian (current name)	Mike Lavoie
Medium	microfilm	If Other Medium, Explain	
Arrangement		If Other Arrangement, Explain	
Unit		If Other Unit, Explain	
Equipment/ Supplies			
File/Record Content			

Volume/Unit		Access (who)	
Monthly Reference Rate			
Current Unit	2	Unit 3	
Original/ Copy		If Copy, Where is Original Stored?	

Disposition

Cut off at	
Hold in current files area	rs; then
Transfer to	rs; then
Destroy?	
Other Instructions	

Other Information:	dates 1987 to 1996 only
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Title of Record Series **Birth Certificate Changes Due to Adoption, Legitimation, Delegation, and Change of Name Files** Division/ Office **Public Health**
Section **Vital Records**
Date Created: **1997** Date Ended: **2000**

Purpose/
Function **Records of legal adoptions, legitimations, delegitations, and changes of name that occur throughout Georgia that result in changes to birth certificates**

Total Components: **3** Component Number: **3**

Component Title **Scanned copy**

Confidential **yes**

If Confidential, Cite Law(s) **O.C.G.A. 31-10-14(b)**

If Confidential, Cite Safeguards

Custodian (position title) **State Registrar**

Custodian (current name) **Mike Lavoie**

Medium **electronic**

If Other Medium, Explain

Arrangement

If Other Arrangement, Explain

Unit

If Other Unit, Explain

Equipment/ Supplies

File/Record Content **same as component one**

Volume/Unit

Access (who)

Monthly Reference Rate

Current Unit

Unit 2

Unit 3

Original/ Copy

If Copy, Where is Original Stored?

Disposition

Cut off at

Hold in current files area **1997**; then

Transfer to **1997** d **1997**; then

Destroy? **1997**

Other Instructions

Other Information: **1997 to present only**